

Board of Selectmen

Town of Upton



Massachusetts

BOARD OF SELECTMEN

Kenneth E. Picard, Chairman

James A. Brochu

Robert J. Fleming

TOWN MANAGER

Blythe C. Robinson

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Memo To: Board of Selectmen
From: Blythe C. Robinson, Town Manager
Date: January 4, 2013
Re: Town Manager's Weekly Report

Warrants:

- Payroll: \$ 69,009.07
- Expense Warrant: \$143,317.48

For Your Information/Follow Up:

- The figures are in for the first major snowstorm of the season that happened on last Saturday night. We had approximately one foot of snow, and spent a total of approximately \$19,525 (\$7,150 in-house labor + \$5,950 hired plows + \$6,425 materials).
- As of 11 AM on Wednesday we are dispatching for Hopedale! The state did its part to install the necessary equipment, onsite training took place at our station, and a field trip was made to Hopedale to meet their new dispatchers and discuss issues together. We will be meeting regularly to review the calls that come in to make sure all are being handled appropriately, and that service standards remain high for all calls handled by our center. When you review the proposed police department budget for next year you'll notice that because of the additional grant funds there will be very little change in salaries for next year.
- Planning for the renovation of Town Hall continues to keep us very busy. The committee met this week to review building colors, and discuss some of the small details surrounding relocating the Town Hall to Memorial School. The building plans are in the hands of an independent cost estimating firm, and we expect to have those back by Monday. This will give us a good handle on whether we are on track with the budget or not, so we have time to make adjustments before the project is bid in March. The Committee, architect and OPM will be attending the January 9th CPC meeting to over those figures in detail as they look for a favorable recommendation from the committee at Town Meeting in May.
- On the topic of Town Hall I want to commend all of the departments who have been working hard to review all of the documents stored in their offices and the basement to determine what we need to keep and what we don't. We've gotten rid of quite a lot of records that are no longer required and haven't seen the light of day in years! Having said that, it is critical that we keep doing so and make sure that we've cleared out what doesn't need to be kept before the move out of the building in June. If you need help

getting to records or throwing them away please see Paul for assistance. If anyone needs help with the record retention laws or forms to send to the state prior to disposal of records please see Kelly or our office. We'll also need to discuss what to do about some pieces of furniture, Christmas decorations and the like that we've stored for years but don't seem to use.

- I want to make you aware that it is very likely we will have a shortfall in two accounts this year that will require a transfer prior to June. In the Town Counsel budget we have spent \$21,000 through November which is just over half of the budget. The most significant cost is related to the closure of the landfill on Maple Avenue for which we have spent almost \$7,000. Most has been due to the lawsuit filed against the Town and others to resolve land ownership issues, as well as UDG seeking the Town's participation in resolving their closure issues with the DEP. The other account is paramedic expense. We had budgeted \$30,000 this year and have spent almost \$21,000 through the end of December. It is very difficult to gauge each year how many ambulance calls will require paramedic level services, and clearly this year we have not budgeted a sufficient amount. Although there is higher cost I would remind you that it is offset by revenue from these runs charged back to the patient.
- As happens every year, MIIA (the Town's insurer) conducted an audit of our payroll records for last fiscal year, and sent us an invoice for an additional \$7,200 premium over what we had budgeted this year. We've reviewed that information and determined that there are some errors in the data. MIIA is going to have the audit done again and while there may be an increase due, it should be much less than this bill.
- Just a reminder to all that Annual Reports are due next week. Per our by-laws they are due to be submitted by January 10th so that the report can be compiled, printed and ready for dissemination at the annual elections in May. There is a new template that has been provided by Sandy. Please submit it using that, and contact her if you have any questions.